M/s. .............& Co.,
Chartered Accountants,
.............................,
........................

Sub : Appointment as Statutory Auditors of the Company.

Dear Sir,

In view of the consent letter accorded by you as to your eligibility and not being disqualified from being appointed as Auditor of our company.
We are pleased to inform you that Board of Directors of the Company at their Board Meeting held on .............have appointed your firm as the Statutory Auditors of the Company to hold office up to the conclusion of the annual general meeting of the Company on such remuneration as may be decided by the Board.

You are requested to confirm your acceptance for our further needful.

Thanking you,
Yours faithfully,

For ABC Limited